



"The Ocean State's Trusted Voice in Real Estate®"

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KWAOR LEADERSHIP POSITION DESCRIPTIONS

PRESIDENT-ELECT

BASIC FUNCTION: Assumes the responsibilities of the President in their absence. Assists the President in carrying out the functions of that office and performs specific duties delegated by the President. The President Elect shall be involved at all levels of the decision-making process and assist the President in overseeing the affairs of the Association.

SPECIFIC RESPONSIBILITIES:

1. Assumes the duties of the President in their absence, and automatically becomes President in the event of vacancy in the office of President.
2. Provides leadership, in conjunction with other Officers, to obtain the best possible performance through committee chairpersons and committee members and assists committees whenever necessary.
3. Represents the Association at local, state, and national meetings at the request of the President and/or the Board.
4. Serves as a member of the Executive Committee.
5. Should make every effort to participate in state, regional and national meetings.
6. If not a RIAR Director, the President Elect is expected to attend RIAR Director Meetings, if permitted by RIAR, as a guest with no voting privilege.
7. Serves on the Personnel Committee.

VICE PRESIDENT

BASIC FUNCTION: Assumes duties of the President-Elect in his or her absence. Performs specific duties delegated by the President. Reports to the President.

SPECIFIC RESPONSIBILITIES

1. In the event of a vacancy in the office of president and president-elect, the vice president shall assume the duties of the President until a special meeting of the Board of Directors is called for the purpose of filling the vacancies.
2. Serves as a member of the Executive Committee.

TREASURER

BASIC FUNCTION: Treasurer ensures the integrity of the fiscal affairs of the Association. Serves as the Chairperson of the Finance Committee.

SPECIFIC RESPONSIBILITIES:

1. Ensures that the Association maintains accurate financial records.
2. Ensures that the financial policies are carried out.
3. Reviews Association expenditures and financial status of the Association on a monthly basis.
4. Ensures that monthly financial reports are submitted to the Board of Directors and presents an annual financial report to the Board of Directors.
5. Works with the Chief Executive Officer in the preparation of the annual budget for approval by the Board.
6. Is expected to be available on a weekly basis to sign Association checks.
7. Serves as a member of the Executive Committee.



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DIRECTORS

BASIC FUNCTION: The Directors are the policy and decision-making body of the Board of REALTORS®. It is their duty to establish and review major policy, general policies and goals of the Association.

SPECIFIC RESPONSIBILITIES:

- 1.** Understand that the membership holds the leadership accountable for competency of governance and accomplishment of the goals of the organization. To that end, the leadership will always make decisions predicated on what is best for the entire organization.
- 2.** It is the responsibility of each Director to notify the Chief Executive Officer when unable to attend a scheduled Board of Directors ("Board") meeting. Said notice may be verbal or written but in sufficient time to assure a quorum is present to conduct Kent Washington Association of REALTORS® ("Association") business. Each Director must make every effort possible to be present at every regular and special meeting of the Board, as well as plan to be present until the close of the meeting. Special meetings of the Board may be called by the President, or in their absence by the next officer in line. Attendance at Board meetings is a measure of commitment to the Association. Absence from two (2) regular Board meetings in an Association year shall be considered as a Director's resignation therefrom, with a Director's presence for less than 75% of a Board meeting constituting an absence from such meeting. Notice of resignation shall not be required. Consideration for reinstatement requires that a letter from the resigned Director be presented to the Board prior to the next scheduled regular Board meeting.
- 3.** If a Director wishes to have a specific issue discussed at a Board meeting, they shall make every effort to submit a request to the President in advance of the meeting that the topic be placed on the agenda. Said request shall be submitted to the President at least ten (10) days prior to the Board meeting, but the President may make exceptions to such requirement for good cause, including exceptional circumstances.
- 4.** All Board meetings are conducted in accordance with Robert's Rules of Order, latest edition.
- 5.** A quorum shall be considered in effect when a majority of the Directors are present at the start of the Board meeting.
- 6.** Each Director should expect to receive Director updates prior to each Board meeting. Said update shall include, for example, but not limited to, items such as: agenda, meeting minutes, financial statements, and miscellaneous reports. The Board should limit itself to consideration of such matters as major changes concerning policy, organization, personnel, budget and finance including insuring the fiscal integrity of the Association; the Board should not consider matters related to the Association's day-to-day operations or other details which are to be carried out by the proper committee(s) or the proper staff. The Board is empowered to act in reliance on committee or staff recommendations.
- 7.** All proposed committee chairs and members appointed by the President shall be subject to the Board's review and approval, which shall not be unreasonably delayed.
- 8.** The Association depends on the experience, knowledge, and judgment each Director brings to the Association. Director attendance at Association meetings is required. It shall be the duty of the Directors to keep themselves available for special assignments, support all Association activities, attend Association functions, and attend Professional Standards training offered by Rhode Island Association of REALTORS® ("RIAR") and the Association.
- 9.** The Board of Directors may declare a Board member's position vacant after two (2) absences from regular board meetings within a twelve-month period. The Board of Directors has the discretion to accept or not accept written excuses.